

Announcements

The Announcements is a versatile and effective communication tool for teachers. Not only are messages from the teacher archived in a chronological list typical of any discussion forum, but new postings are also emailed to students and posted prominently on the Latest Announcements block on the course home page.

Learners cannot reply or post to the Announcements forum.

Instructor Posting a Message in the Announcements

1. Click **Announcements** near the top of the course home page.



2. Click on the **Add a new topic** button.

A blue rectangular button with the text "Add a new topic" in white.

3. Type the Subject in the **Subject** textbox.

4. Type the Message in the **Message** textbox.

5. Click on the **Post to forum** button.


A screenshot of the announcement posting form. It features a "Subject" text input field at the top, followed by a "Message" text area. The "Message" area includes a rich text editor toolbar with icons for bold, italic, list, link, and unlink. Below the text area are three buttons: "Post to forum" (blue), "Cancel" (grey), and "Advanced" (blue). Red circles with numbers 3, 4, and 5 are overlaid on the form to indicate the steps: 3 is on the Subject field, 4 is on the Message text area, and 5 is on the Post to forum button.

6. A pop up appears advising that you have 30 minutes to edit the message. After that time, it will be emailed and become available to students.

A green rectangular pop-up message box with a close button (X) in the top right corner. The text inside reads: "Your post was successfully added." followed by "You have 30 mins to edit it if you want to make any changes" on the next line.

When the message appears, the option **Permalink** is located in the lower right corner of the posting. A permalink allows you to link directly to a specific forum post so you can share it easily with others. If you click the permalink, it changes the address in the address bar. Copy this address and you will have a particular web address which you can paste to use elsewhere:

Note: Instructors can always go back and edit or delete the announcement.



Guest speaker thank you letters
by Beverly Davis - Tuesday, 18 February 2020, 10:33 AM

Hello Class,

I wanted to pass along a message that I received about your wonderful thank you letters from Mr. Martin. He was here to tell us about our new public library.


He said that it was nice to meet all of you and he was impressed by your interesting questions.






Well done everyone!

Ms. Beverly


Permalink

Instructor Editing or deleting an Announcement posting

1. Click on the **Announcements** icon.  **Announcements**
2. Click on the subject of the posting you would like to modify. It is in the **Discussion** column.

Discussion	Started by	Replies	Last post ↓	Created
Guest speaker thank you letters	 Beverly Davis	0	 Beverly Davis Tue, 18 Feb 2020, 10:33 AM	Tue, 18 Feb 2020, 10:33 AM ⋮
Bake sale 	 Beverly Davis	0	 Beverly Davis Tue, 18 Feb 2020, 10:29 AM	Tue, 18 Feb 2020, 10:29 AM ⋮

- The instructor sees the announcement with different options. Click **Edit** to change the message.

**Bake sale**
by Beverly Davis - Tuesday, 18 February 2020, 10:29 AM

Hi Class,

This is just a reminder about our bake sale next Wednesday. If you have a chance this weekend, please plan and write down on the bake sale form what you will bring and how many servings to the bake sale.

We are hoping to raise money to pay for our new class aquarium.

Thank you,


Beverly

Permalink **Edit** Delete Reply

- Click on the **Save changes** button after you finish.

Save changes

Learners can now see the updated announcement.

**Bake sale**
by Beverly Davis - Tuesday, 18 February 2020, 10:29 AM

Hi Class,

This is just a reminder about our bake sale next Wednesday. If you have a chance this weekend, please plan and write down on the bake sale form what you will bring and how many servings to the bake sale. **PLEASE DO NOT BRING ANY ITEMS WITH NUTS IN THEM.**

We are hoping to raise money to pay for our new class aquarium.

Thank you,

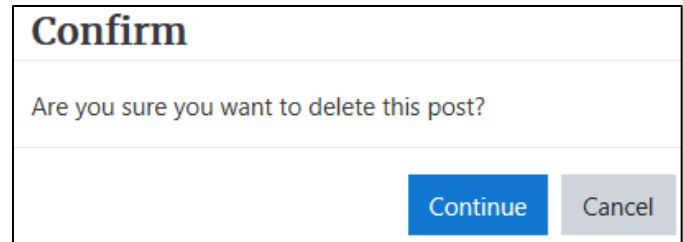
Beverly

Permalink

5. If the instructor needs to delete an Announcement, they click on the **Delete** link.



6. The **Confirm** pop up appears.



7. Click on the **Continue** button to remove the announcement post.

Announcements Help links

[Moodle Documents: The Announcements](https://docs.moodle.org/39/en/Announcements_forum)

<https://docs.moodle.org/39/en/Announcements_forum>

[Moodle Documents: Using Forum](https://docs.moodle.org/39/en/Using_Forum)

<https://docs.moodle.org/39/en/Using_Forum>